

APPENDIX F

ARTICLE 11 ISSUE NOTIFICATION CHECKLIST

The Designated Official will furnish written notice to the appropriate officials for the receiving Party as designated in Article 11 Section 3d. At a minimum, the notice will—

1. Contain the name and title of the designated official to whom the Issue Notification is addressed.
2. Contain the phrase “Article 11 Notice” in addition to the issue title in the subject header of the letter and of an e-mail message if that is the method of delivery.
3. Provide summary background and rationale for the determination to make the proposed change.
4. Identify potential impacts to bargaining unit employees.
5. Identify the proposed implementation date, if known.
6. Identify to whom to respond and their contact information.
7. Identify the “reply-due” date (*timeline per Article 11 Section 3b*).
8. Include, as attachments, information to the extent not prohibited by law, which is reasonably available and necessary for full and proper discussion, and understanding of the substance of the proposed changes.
9. Be signed or transmitted by the appropriate designated official or designee.

ARTICLE 11 RESPONSE TO NOTIFICATION CHECKLIST

The Designated Official will furnish a written response to the appropriate officials for the proposing Party as designated in Article 11 Section 3d. At a minimum, the response will:

1. Contain the name and title of the designated official, as identified in Item 6 of the Issue Notification Checklist.
2. Contain the phrase “Article 11 Response” in addition to the issue title in the subject header of the letter or of an e-mail message, if that is the method of delivery.
3. Reference the date of the initial notice and its receipt. Identify any proposed adjustment to the “reply-due” date based on date of receipt (*timeline per Article 11 Section 3b*).
4. Identify whether the Party is invoking bargaining or not.
5. Identify the name(s) and contact information of the point of contact, negotiation team leader, and the official authorized to execute any Final Agreement for that Party. Ideally, this is the same person.
6. Identify available dates for discussions to begin; include response to any dates proposed in the initial notification.
7. If applicable, include any initial request for additional information that may be required related to the topic being negotiated.
8. Unless the responding Party believes that the additional information being requested precludes them from doing so, include the following:
 - a. Proposed ground rules and
 - b. Any initial counter proposals if traditional negotiation process is proposed in ground rules

or

Any initial interests and issues if interest-based negotiations are proposed in ground rules.

ARTICLE 11 GROUND RULES CHECKLIST

Ground Rules are negotiable under Article 11. The Designated Officials or their designees will negotiate a ground rules agreement for each negotiation as appropriate.

At a minimum, ground rules proposals will include:

1. Identification of the proposal.
2. Identification of the proposed method of negotiations (Interest Based, Traditional, etc.).
3. Location (if face-to-face) or other proposed method of conducting the negotiations. Give consideration to the cost efficiency of travel relative to the complexity of the subject matter.
4. Identification of team members. Each Party is entitled to a team of equal numbers. The Union may negotiate for additional members.

Ground Rules proposals should also consider—

- (1) Date(s) and time(s).
- (2) Caucuses.
- (3) Use of alternate team members.
- (4) Use of subject matter experts in negotiation sessions.
- (5) Use of a facilitator.
- (6) Communications.
- (7) Timelines for subsequent exchange of proposals, if traditional negotiation process is used.
- (8) Timelines for subsequent exchange of issues and interests, if IBN process is used.
- (9) Preferred behavioral norms; for example, respect, side conversations, cell phones, etc.

(10) Any other factors that need to be considered given the complexity of the issues being negotiated (IBN training, equipment needs, note takers, observers, etc.).